USER'S MANUAL

FOR

NEW JERSEY SCHOOL REPORT CARD

ELECTRONIC DATA COLLECTION SOFTWARE

2002 VERSION

Data are to be returned via DOEnet by Friday, October 18, 2002

New Jersey Department of Education
Division of Deputy Commissioner
October 2002

CONTENTS

I. INTRODUCTION

The data collected and reported on the 2002 New Jersey School Report Card are based for the most part on various state-mandated data collections. These include the School Register, Fall Survey Student Enrollment and Certificated Staff reports, school district budget submissions, and statewide student testing results.

Other school data fields included on the report card are to be completed using the 2002 School Report Card EDC-PC (Electronic Data Collection-Personal Computer) application that local school districts are to access and return via the department's telecommunications network (DOEnet). This manual contains the technical instructions for the installation and operation of the software from the department's DOEnet.

THE SCHOOL REPORT CARD EDC_PC. There are no major changes to this version of EDC_PC software. Like last year, the 2002 edition of the software can be used to collect data for the following school types:

- Elementary schools
- Secondary schools
- Comprehensive high schools
- Vocational-technical high school
- Special services
- Special education

II. IMPORTANT NOTES

TIMELINES. **Local school districts must return the data for the 2002 New Jersey School Report Card EDC via the DOEnet by Friday, October 18, 2002**. Instructions for transmitting data back to the department are contained in this section.

REPORT CONFIRMATION. When all data have been entered into the software, you are to print a report for verification purposes. It is very important that this printed report have adequate scrutiny by your staff to assure that the data submitted to the department is completely accurate. Once you have determined that the data report is accurate, then transmit it to the DOE. Through careful attention to the data input process and examination of the printed report, you can ensure that the data appearing in the School Report Card, as well as those data fields pertaining to the department's annual Fall Survey, will be correct.

MISSING DATA WARNINGS. With a few exceptions, as noted in this manual, data entry selections for which no data have been entered will appear on the printed report with the message "WARNING - MISSING." The absence of these data elements will not prevent transmission of a data file back to the department via the DOEnet, but may result in these items appearing blank on the final 2002 School Report Card document. In order to avoid this occurrence, carefully review the printed report (Refer to Report Menu option on the Main Menu) and complete any missing data elements, as well as correct any errors to the entered data prior to transmission.

CONTACT INFORMATION. Questions regarding any of these procedures or any of the data fields appearing on the 2002 School Report Card may be directed to the Fall Survey/School Report Card office in the Division of the Deputy Commissioner by telephone at (609) 292-6037, fax at (609) 777-3280, or fill out the preferred e-mail form at https://www.state.nj.us/njded/data/collections/rc/contact.htm

III. WINDOWS-BASED DOENET

The process for receiving the 2002 School Report Card program and for transmitting entered data to the New Jersey Department of Education will be performed exclusively via the department's telecommunications network DOEnet.

In January of 2002, the department discontinued the use of NJDOE's older modem bank; therefore, EDC_PC applications will no longer be compatible with older versions of DOEnet. It is essential that all DOEnet users upgrade to version 3.0. DOEnet Version 3.0 and the *User's Manual for DOEnet, Version 3.0* are available for download from the department's Web site at http://www.state.nj.us/njded/data/collections/doenet/

Please refer to the *User's Manual for DOEnet, Version 3.0* for detailed instructions regarding how to download and install the DOEnet software.

IV. <u>ELECTRONIC DATA COLLECTION SOFTWARE</u>

1. HARDWARE REQUIREMENTS:

- Any personal computer (PC) that is IBM compatible.
- A hard disk drive with approximately one megabyte (1MB) of free disk space.
- A 3 ½ inch floppy disk drive to accommodate a high-density diskette.
- A stand-alone dot matrix printer (Epson compatible) or laser printer (HP Laser Jet compatible). For these printers "set-up" protocols are executed by the software. Other printer types must be set up as instructed (e.g., landscape mode, 17 cpi; or portrait mode, 10 cpi).

The instructions contained in this manual assume that your floppy disk drive is **A** and that your hard disk drive is **C**. However, your PC's floppy disk drive may be **B**, and your hard drive may be designated with another letter.

2. CONVENTIONS.

The conventions listed below are used throughout this program and manual:

Use the **Up/Down Arrow** keys to highlight your choice if it appears on the screen.

If a choice does not appear on the current screen, use the **PgUp/PgDn or Up/Down Arrow** keys to view additional choices.

When your choice is highlighted, press the **ENTER** key to select it.

Press the **ESC** key to exit the selection.

CTRL+Key indicates that you hold down the Ctrl key while pressing another key. For example, Ctrl+C.

To leave the program, highlight the "Exit System" choice at the bottom of the main menu and press **ENTER**. (When you select "Exit System," any data you have entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.)

You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

3. DOWNLOAD AND INSTALLATION

3.1. DOWNLOAD 2002 REPORT CARD EDC_PC

Detailed instructions for downloading and installing the 2002 EDC_PC software are contained in the *User's Manual for DOEnet, Version 3.0* (pages 10 through 14).

For downloading and installing the 2002 Report Card data collection software, please make sure you select the following items in the process:

1. From the MAIN menu, select EDC_PC Data Collections [2].

2. From the CHOOSE SEASON in the EDC_PC Data Collections sub-menu, select FALL, 2002 [4].

3. From the CHOOSE DATA COLLECTION sub-menu, select Report Card [3].

3.2. INSTALL 2002 REPORT CARD EDC_PC

After exiting the DOEnet download menu, an installation program screen will appear. The program will give you two options to install the EDC_PC software: install on Current PC Location, or Make an Installation Diskette.

The option of choosing the workstation for installation is provided for your convenience. The program should be installed at one location only. If the program is installed on a workstation other than the PC with the DOEnet program, you will need to perform additional steps to transfer the data back to the DOEnet PC. CONSIDER YOUR OPTIONS CAREFULLY.

If you select "Install on Current PC Location," the EDC_PC software application will be installed and automatically started. Refer to *User's Manual for DOEnet, Version 3.0* for detailed instructions for using the EDC_PC software application (pages 15 through 18).

If you select "Make an Installation Diskette," you will be prompted for the designated floppy disk drive as **A** or **B**. Follow these steps:
- Insert a blank formatted high density diskette into your floppy drive and,
- Enter **A** or **B** to designate the drive selected or **Q** (or any other key) to return to the DOEnet folder.

For detailed instructions for making an installation diskette, refer to *User's Manual for DOEnet, Version 3.0*.

3.3. INSTALL 2002 REPORT CARD EDC_PC ON A DIFFERENT WORKSTATION

To install the 2002 Report Card EDC_PC software application on a different workstation, follow these steps:
1. Open "Windows Run" dialogue box from Start Menu.
2. Type in "A:\START" (do not include quotes), and click on the OK/Open button.
3. The EDC_PC application will be installed and automatically started.

NOTE: If it is not automatically started, open the DOEnet folder on your computer desktop, then double-click the RCCN02 icon. This is also how you will start the Report Card EDC-PC application in a future session.

It is strongly recommended that you access the program immediately after you install the program to the hard drive of either the DOEnet PC or the alternative workstation, if selected, and that you complete the District Identification section. It will require only a few minutes. **<u>COMPLETING THE DISTRICT INFORMATION IS DONE ONLY ONCE</u>**.

The District Identification menu appears.

In order to use the program, you must first identify your school district. **<u>This process is completed only once.</u>**

1. Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight the county in which the school district is located. When highlighted, press **ENTER**.

2. Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight the name of the school district. When highlighted, press **ENTER**.

    An Identification Confirmation message request will appear.

3. If the county and/or school district name is/are **<u>*not*</u>** correct, enter **N** for No, and re-select your county <u>and</u> school district name.
    If the county <u>and</u> school district name are both correct, enter **Y** for **Yes**. Upon entry, the message "Preparing Files - Please Wait" appears.

PLEASE NOTE: The 2002 School Report Card is an annual data collection application and may require additional data entry sessions. **<u>DO NOT REINSTALL THE PROGRAM FROM THE DOENET UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN.</u>**

4. TRANSFER DATA TO DOE

When all data have been entered, you must execute and review the printed report that can be produced by the software to ensure that all of the data entered are accurate. The report will include "MISSING DATA WARNINGS" for those fields for which data has not been entered. Also, an edit report will indicate those data fields where the values entered are flagged based on program resident edit criteria.

NOTE: If you did not perform an edit since last changing data, a message will appear indicating that you must do so before data can be transferred. Consequently, if any errors were detected during your last edit session that you did not correct, a message will appear that you must correct the data and perform another edit before the data can be transferred.

After all data changes have been made and the last edit has been performed successfully, you are ready to transfer the data to the Department of Education.

Select "Transfer Data to DOE Menu" from the School Report Card main menu and press the **ENTER** key. This selection from the menu contains the following two options that must be used in order to successfully transmit the data to the Department of Education:

> Transfer Data to DOE via DOEnet.
> Transfer Data to Diskette.

Depending on the option you selected of where to install the Report Card 2002 EDC software, you are directed to proceed to either of the two sections:
- If you elected to install the software on a different PC, see Section 4.2. TRANSFER DATA TO DISKETTE (or from an alternative workstation).
- If you elected to install the software directly on the DOEnet PC, see Section 4.1. TRANSFER DATA TO DOE VIA DOENET.

4.1. Transfer Data to DOE via DOEnet

IMPORTANT! To use this option, you must have the EDC_PC software application installed directly on the DOEnet PC. You must start the transfer process from the School Report Card Main Menu.

1. Perform all edits immediately before beginning the transfer procedure. If you attempt to transfer the data before performing both edits, the computer will display a message that the process can not be continued until the edits have been performed and passed.

2. Select "Transfer Data to DOE Via DOENET" from the transfer data menu and press the **ENTER** key.

3. The File Transfer Process screen will appear. Press any key to start the process.

4. Two message boxes may appear. One says "There has been transient errors, do you want to redial?". Click on the No button. The second says "Attempted to dial entry: 'doenet3'". Click on the Close button.

5. The login screen will appear. Enter the user name and password that have been assigned to your district.

6. The transmission process will begin. As part of the process, any data that was previously transmitted will be deleted from your DOENET account in the department's database. A screen will appear to allow you to continue or quit. Press any other key to continue or enter Q to quit. If you quit, the transfer process will be terminated.

7. When the transmission is complete, a screen will appear indicating the report card data has been transmitted to the DOE and listing all of the files in your DOENET LEA account. If the transmission was successful, you will see the following file names. (Depending on the report card school type you are completing, some of the data files might be "empty.")

   For all school types, please be advised that between 16 and 19 files will be transmitted and appear in your account. While all 19 are listed below, some (e.g., RCCNVOCF.DAT, RCCNVOCS.DAT, and RCCNVDIS.DAT) may not be included in your transmission.

> RCCNRCA.DAT
> RCCNRCB.DAT
> RCCNVOCF.DAT
> RCCNVOCS.DAT
> RCCNVDIS.DAT
> RCCNENR.DAT
> RCCNAP.DAT
> RCCNDRPF.DAT
> RCCNDRPS.DAT
> RCCNGRDF.DAT
> RCCNGRDS.DAT
> RCCNCMPI.DAT
> RCCNCOMP.DAT
> RCCNGRAD.DAT
> RCCNNOCT.DAT
> RCCNOPSS.DAT
> RCCNSHGF.DAT
> RCCNSHGS.DAT
> RCCNSUEX.DAT

8. Select [Y] to complete transmission – selecting [N] means that your Report card files have not been transmitted and you will have to repeat the entire transmission procedure.

9. As part of the transfer process, a transmittal form must be completed and signed by the Chief School Administrator. The transmittal form will automatically print when preparing data for transfer via the DOEnet or to a diskette.

10. Once completed and signed, mail the transmittal form to:

> New Jersey State Department of Education
> Public Information Office – Report Card
> Attention: Faith Sarafin
> P.O. Box 500
> Trenton, New Jersey 08625-0500

4.2. Data Transfer from an Alternative Workstation

[You may skip section 4.2 if you have been using the same computer to download the report card software and enter data]

1. Perform all edits immediately before beginning the transfer procedure. If you attempt to transfer the data before performing both edits, the computer will display a message that the process cannot be continued until the edits have been performed and passed.

2. Select "Transfer Data to Diskette" from the transfer data menu and press the **ENTER** key.

3. Follow the instructions on the screen: (a) Enter the letter of your floppy disk drive (A or B); (b) Place any *blank* formatted high-density diskette into the floppy disk drive that was selected; (c) Press any key when ready to copy.

4. When the copy process is complete, follow the instructions on the screen to remove the diskette. Print the letter of transmittal following the instructions on the screen. It will indicate that the transfer was made using a diskette as an intermediate step. **The letter of transmittal must be signed and submitted**. **DO NOT SUBMIT THE DISKETTE TO THE DEPARTMENT**.

5. Insert the disk with the data sets created in steps 1-4 into the PC with the DOENET software installed. Double click on the 'Upload from Remote' icon in your windows DOENET folder and enter the disk drive letter (usually A:). If you receive a message "BAD COMMAND or FILENAME" and have not experienced any other problems, ignore the message and type the disk drive

letter. If you get the message and experience a problem, call the Tech Support line.

6. Two message boxes may appear. One says "There has been transient errors, do you want to redial?". Click on the No button. The second says "Attempted to dial entry: 'doenet3'". Click on the Close button.

7. The login screen will appear. Enter the user name and password that have been assigned to your district.

8. The transmission process will begin. As part of the process, any data that was previously transmitted will be deleted from your DOENET account. A screen will appear to allow you to continue or quit. Press any other key to continue or enter Q to quit. If you quit, the transfer process will be terminated.

9. When the transmission is complete, a screen will appear indicating the report card data has been transmitted to the DOE and listing all of the files in your DOENET LEA account. If the transmission was successful, you will see the following file names. (Depending on the report card school type you are completing, some of the data files might be "empty.")

  For all school types, please be advised that between 16 and 19 files will be transmitted and appear in your account. While all 19 are listed below, some (e.g., RCCNVOCF.DAT, RCCNVOCS.DAT, and RCCNVDIS.DAT) may not be included in your transmission.

> RCCNRCA.DAT
> RCCNRCB.DAT
> RCCNVOCF.DAT
> RCCNVOCS.DAT
> RCCNVDIS.DAT
> RCCNENR.DAT
> RCCNAP.DAT
> RCCNDRPF.DAT
> RCCNDRPS.DAT
> RCCNGRDF.DAT
> RCCNGRDS.DAT
> RCCNCMPI.DAT
> RCCNCOMP.DAT
> RCCNGRAD.DAT
> RCCNNOCT.DAT
> RCCNOPSS.DAT
> RCCNSHGF.DAT
> RCCNSHGS.DAT
> RCCNSUEX.DAT

10. Select [Y] to complete transmission – selecting [N] means that your Report card files have not been transmitted and you will to repeat the entire transmission procedure.

11. As part of the transfer process, a transmittal form must be completed and signed by the Chief School Administrator. The transmittal form will automatically print when preparing data for transfer via the DOEnet or to a diskette.

12. Once completed and signed, mail the transmittal form to:

New Jersey State Department of Education
Public Information Office – Report Card
Attention: Faith Sarafin
P.O. Box 500
Trenton, New Jersey 08625-0500

V. USING 2002 REPORT CARD EDC_PC SOFTWARE APPLICATION

Once the software application has been successfully installed, the main menu of the School Report Card program appears. The main menu includes the following three (3) sections:

1. **INFORMATION**
2. **DATA ENTRY**
3. **REPORTS/MAINTENANCE**

1. INFORMATION.

Verify that the name of your school district appearing at the top of the screen and the district type appearing in the lower right-hand corner are accurate.

District Type: Your school district operating type.

For assistance at any time, you may contact the New Jersey Department of Education during normal working hours:

- For data entry or definition questions (how to complete the School Report Card data collection) - (609) 292-6037; or (609)777-0653.
- For technical assistance (PC operation or DOEnet connection or transmission questions) - (609) 984-6794.
- For either one, fill out the e-mail form the DOE at https://www.state.nj.us/njded/data/collections/rc/contact.htm

2. DATA ENTRY.

General Instructions

The following instructions are designed to guide district personnel through the data entry requirements of the 2002 School Report Card EDC_PC application. The program allows the detailed display of all the elements required to perform specific calculations of the various rates and ratios that appear in the actual School Report Card. These are also available on a printed report of the entered data. Also, definitions of the data fields used in these calculations are included in this document (Section VI).

Navigating the Screen Displays. You may press the **ENTER** key or use the **Down Arrow** key to advance the cursor from one data entry field to the next. Accordingly, you may use the **Up Arrow** key to return the cursor to a previous data entry field.

In order to change a value once entered, use the **Up/Down Arrow** keys to move the cursor to the data entry location with the value you wish to change. Once entered, press the **ENTER** key or use the **Down Arrow** key to advance the cursor to the next field.

School Information Entry

Once you have selected and confirmed the county and school district for which you wish to enter data, the School Report Card main menu appears with the School Information Entry option highlighted. If you are ready to enter data, press the **ENTER** key.

Select a School. Once the school information entry option is selected, a listing of the schools in the district appears. To select a school, use the **Up/Down Arrow** keys (in conjunction with the **PgUp/PgDn** keys, if necessary) to highlight the school or enter the first letter in the school name for the program to scroll down the list. The **Up/Down Arrow** keys may then be used to highlight the specific school. Once the desired school is highlighted, press the **ENTER** key.

Report Card School Types. Below you will find listings of the data fields that apply to each of the six school types that are reflected in this software application. These are as follows:

- *elementary* and *secondary schools* in regular school districts;
- *comprehensive high schools* which are secondary schools that offer their students a comprehensive vocational-technical program;
- *vocational schools* which are operated by county vocational school districts;
- *special services schools* which are schools operated by county special services school districts; and
- *special education schools* which are schools in regular school districts that for the 2001-02 school year reported only special education program enrollments via the annual Fall Survey data collection as of October 15, 2001.

It is recommended that you follow the data entry process in the sequence that the input screens are represented using the EDC-PC. As certain screens use the input from prior data screens (e.g., Student/Staff Ratios and Faculty Credentials for specific applications), this will make the data entry process easier and less time consuming.

Also, it is suggested that you review the written instructions for each data entry field appearing below and prepare a methodology for obtaining the data needed for the calculations indicated. Such preparation will make entering the data into the software an easier process with less chance of error. **You must check the correctness of the data and any associated calculated results as these are entered or appear on the data entry screen.**

I M P O R T A N T: **It can not be more strongly emphasized that you must print a report at the end of the data entry process and carefully review it. If there are any incorrect entries, you must correct the data now before it is transmitted to the DOE.** Through careful attention to the data input process and examination of the printed report, you can ensure that the data appearing in the School Report Card will be correct. Instructions and definitions to aid in the completion of each data entry field are listed below in the order that they appear or are grouped on the software.

School Type Table.   Section 2.1. below contains instructions that are common to all school types and Section 2.2. contains instructions specific to the school types listed in the table below.

SCHOOL TYPE DATA LISTING & SPECIAL INSTRUCTIONS	Page
Secondary	24
Comprehensive High School	31
Vocational-Technical High School	32
Special Services and Special Education	42

Use the **Up/Down Arrow** keys to highlight the data entry field or fields you wish to complete. Once highlighted, press the **ENTER** to select it. A screen containing the field or group of fields you have selected appears.

2.1.   DATA ENTRY SCREENS – GENERAL INSTRUCTION FOR <u>ALL</u> SCHOOL TYPES

This section contains general instructions for Data Entry screens for all school types: elementary, secondary, comprehensive high school, vocational-technical high school, special services, and special education. Special instructions for Data Entry screens for secondary, comprehensive high school, vocational-technical high school, special services, and special education are presented in section 2.2.

Data entry note. For *Student Dropout Data,* once a value is entered, press the **ENTER** key to advance the cursor to the right for the next column entry. When the last entry has been made at the end of an input row, you may press the **ENTER** key or the Down Arrow key. If you use the **ENTER** key, then use the **Down Arrow** and **Left Arrow** keys to move the cursor to the first column on the next input row.

Schools where any student dropouts were recorded in a New Jersey School Register during the 2001-02 school year (July 1, 2001 through June 30, 2002) must report these occurrences in the data entry screens for *Student Dropout Data*. These data will be used for the department's annual Fall Survey, as well as the School Report Card.

<u>Select School Information Section</u>

Once a school is selected, a listing of the data entry screens available for this specific school appears. Please note that additional items apply to secondary schools rather than elementary schools. Refer to Section 2.2. for special instructions for the additional items.

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- **ENROLLMENT CONFIRMATION (2001-02)**
- **STUDENTS WITH DISABILITIES (2001-02)**
- **STUDENT LANGUAGE DIVERSITY (Also Number of Students in LEP Programs)**
- **STUDENT MOBILITY RATE**
- **STUDENT/ADMINISTRATOR RATIO**
- **STUDENT CLASS SIZE**
- **LENGTH OF SCHOOL DAY**
- **INSTRUCTIONAL TIME PER DAY**
- **FACULTY ATTENDANCE RATE**
- **STUDENT SUSPENSIONS**
- **STUDENT EXPULSIONS**
- **STUDENT/COMPUTER RATIO**
- **INTERNET CONNECTIVITY BY LOCATION**
- **STUDENT DROPOUT DATA (For Period: July 1, 2001 to June 30, 2002)**

ENROLLMENT CONFIRMATION. This screen was added for the 2001 School Report Card EDC_PC. As you are aware, many of the statistics included in the software use student enrollment counts to calculate these values. Hence, the accuracy of the enrollment data used for these purposes is <u>critical</u>. Therefore, toward this end, this display and data entry screen was designed.

This screen includes all the enrollment data by program type (e.g., grade category) that was previously reported as part of the department's annual Fall Survey data collection as of October 15, 2001. Note that Classified Special Education *students enrolled in self-contained classrooms* are counted here by program types appearing in the New Jersey School Register. Unduplicated counts of full- and shared-time students enrolled are displayed where both are reported as a head count ("1"). The Fall Survey columns cannot be changed. This information is provided as a point of reference for verifying the actual data in the Report Card columns that will be used to calculate the required values.

You are asked to verify the accuracy of this information. Where the enrollment data previously reported to the Fall Survey/School Report Card office is in error, you are asked to correct any errors using the parallel Report Card columns. Counts of full- and shared-time students enrolled are displayed where both are reported as a head count ("1").

You may add or delete values or zero out program types (e.g., grade categories) that have mistakenly been reported as having enrollments, etc. Once the data has been reviewed and modified, if necessary, it is recommended that the existing values and new inputs be verified for accuracy. Please be reminded that the figures reflected on the "Total" line under the Report Card columns represent both full- and shared-time student enrollments where these are both counted as a head count ("1"). However, at the top of the data entry screen, a calculated "Total School Enrollment" value appears. This calculation consists of the sum of full- and shared-time student enrollments in your school where full-time students are counted as a "1.0" and shared-time are counted as "0.5." It is this calculated

value that will be used for the purpose of generating subsequent computations included in the software application. ***For this reason, the importance of the accuracy of the "Total School Enrollment" value cannot be over-emphasized.***

STUDENTS WITH DISABILITIES. The Enrollment Confirmation section (above) includes counts of classified special education students enrolled in self-contained classrooms by program types appearing in the New Jersey School Register. These are the same reporting guidelines that are used for the department's annual Fall Survey data collection, which is the source of the school enrollment data. However, as for the 2001 edition of the report card, the 2002 edition includes a separate count of all resident students who are classified (i.e., having Individualized Education Programs or IEPs) and who are mainstreamed as well as those in self-contained classrooms.

Enter the total number of resident students with IEPs regardless of placement or programs (e.g., students receiving speech-language services), including those receiving special education services while enrolled in general education classes, resource programs, or special classes. This includes all students previously reported in the Enrollment Confirmation section (above) under the category of "special education," as well as those counted in their regular grade categories.

STUDENT LANGUAGE DIVERSITY. Enter the number of students in your school by first language spoken at home for the 2001-02 school year. *Count full-time students as "1" and shared-time students as ".5".* Your total school enrollment from the "Enrollment Confirmation" screen is displayed on the data entry screen as a baseline for this calculation (i.e., unchanged or modified total school enrollment as of October 15, 2001). As a number is entered for those students who have a particular language spoken at home, the remaining difference between the sum of these numbers and the total enrollment appears on the "Other" line. In this manner, the student enrollment that was reported on the "Enrollment Confirmation" screen is completely represented. As the total school enrollment may include a decimal in tenths for a shared-time student, a decimal in tenths has been included for entry of the number of students.

Once this field is selected, a blinking cursor appears beneath the entry area for the number of students whose first language spoken at home is English. Input this number and press the **ENTER** key.

The cursor moves to the next entry area for input of a language. To select a language from a preloaded list of languages, press the **F1** key (*Do not attempt to type in the name of a language*). A window with an alphabetical listing of languages will appear to the right on your screen. Once the window appears, you may use the **PgUp/PgDn** or **Up/Down Arrow** keys to move the cursor to highlight the desired language or input the first letter of the desired language. The cursor will automatically relocate to the first language with that first letter (the Up/Down Arrow keys may then be used to highlight the specific language). Once located, you may select the highlighted language by pressing the **ENTER** key. The selected language will appear as an entry. The cursor will automatically shift to the next column allowing you to enter the number of students

whose first language spoken at home is the language selected. You may enter up to six languages and the associated number of students.

Once the maximum of six languages have been entered, any remaining students resulting from the subtraction of the total number of students entered for all languages including English from the reported total school enrollment as of October 15, 2001 appears on the "Other" line.

When the printed report of the data entered is performed, the number (with a decimal in tenths) and percents (as a whole number) of students by first language spoken at home appear.

NUMBER OF STUDENTS IN LEP PROGRAMS (Part of the Student Language Diversity Data Entry Screen). Enter the number of students who were identified as LEP (Limited English Proficient) in the 2001-02 school year. *Count full-time students as "1" and shared-time students as ".5."* This is an unduplicated count of students who participate in Bilingual, English as a Second Language, or English Language Services programs. The number appears on the data entry screen and printed report as a number and decimal in tenths.

STUDENT MOBILITY RATE. This rate is designed to be an index of the stress on teaching and learning by the entrance and exiting of students during the school year, other than at the beginning or end of the year, for the students themselves, other students, and faculty.

This index is calculated for the 2001-02 school year using the number of students who were newly enrolled (e.g., transferred in, enrolled for the first time, or reentered) after October 15, 2001, plus the number of students who withdrew for any reason (e.g., transferred out, dropped out, were expelled or incarcerated, death, or not of legal school age) after October 15, 2001 divided by the fall enrollment figure submitted to the department as of October 15, 2001.

The rate (appearing as a number and a decimal in tenths) is calculated using the following formula:

Students Transferring/Entering IN +
Students Transferring/Dropping OUT after October 15, 2001
Total School Enrollment as of October 15, 2001

The source of this data is the New Jersey School Register.

Enter the number of students who transferred into your school after October 15, 2001. These are students who were newly enrolled or who transferred in from other schools after October 15, 2001 for the 2001-02 school year (Coded in the School Register as E1, R2, R3, R4, R5, R6, R7, R8, R9, R10, or R11). The number appears as a whole number on the data entry screen and printed report.

Enter the number of students who transferred out after October 15, 2001. These are students who transferred out to another district or school (Coded in the School Register as T2, T3, T4, T5, T6, T7, T8, or T9), dropped out (Coded in the School Register as D3, D4, D5, D6, D7, or D8), or left for any other reason (Coded in the School Register as D1, D2, D9, or D10) after October 15, 2001 for the 2001-02 school year. The number appears as a whole number on the data entry screen and printed report.

STUDENT/ADMINISTRATOR RATIO. This field indicates the average number of students per administrator in your school. This ratio for the 2001-02 school year is calculated by dividing the total school enrollment by the FTE (Full-Time Equivalent) of administrators in your school on October 15, 2001. Administrators include individuals who reported staff assignments of 0100 through 0599. These codes and their descriptions appear in the department's "2001-02 Certificated Staff Status Coding Manual" publication. The source of this data is the department's annual Certificated Staff Status data collection. The source of the enrollment data is the department's annual Fall Survey. Please note that the total school enrollment for secondary schools does not include Post-Graduate enrollments. These are full-time students who have graduated and taken Grade 12-level courses to augment their present skills.

1.   Upon selection of this field, the blinking cursor appears under the number of administrators that were reported as of October 15, 2001 from the department's annual Certificated Staff Status data collection. Please verify this number appearing in the denominator of the calculation as it appears on the data entry screen.

2.   **If the number of administrators is correct**, do not change it. Press the **ENTER** key to advance the cursor to the next input field.

        If the number of administrators is incorrect according to your records, please enter a new value. This value appears as a number and decimal in tenths on the data entry screen and printed report. If a value less than "1" (e.g., .5) is entered in the denominator, no calculation is performed and the "Student" (left) side of the ratio is <u>fixed</u> at the preloaded enrollment figure in the numerator and the "less than 1" value appears in the "Administrator" (right) side of the ratio. Where a value greater than "1" is entered into the denominator, the calculation is performed and a "1" appears in the "Administrator" (right) side of the ratio. (Performing the calculation using an actual administrator count of less than "1" would yield a calculated value for the "number of students" that would be greater than the reported enrollment. Such a value would prove confusing to the audience receiving the report card.)

If you wish to show a ratio of students to an administrator where the administrator is reported as less than full-time, you may enter a value as a decimal in tenths under the heading for "Administrator" on the right of the ratio. Only a value less than "1" may be entered. Following entry, press the **ENTER** key. This will not affect the performed calculation, but merely shows that the calculated number of students are assigned "on the

average" to an administrator that is employed in the school less than full-time. This capability is designed for those instances where a single administrator is responsible for more than one school.

STUDENT CLASS SIZE. This section includes calculations of the average class size for various grade categories that apply to your school. These calculations appear as a whole number on the data entry screen and printed report.

Grade category calculation. You will be prompted to enter the number of classrooms where students in pre-kindergarten, kindergarten, grades 1-3 and 4-6, are assigned. A school-wide average is also included. This calculation is identical to that generated in past versions of this software.

School-wide calculation. Enter the number of homerooms excluding those to which only Special Education students are assigned. The number appears as a whole number on the data entry screen and printed report.

LENGTH OF SCHOOL DAY. The amount of time school was in session (i.e., students were present) on a normal school day during the 2001-02 school year. Enter in hours and minutes. Do not include the time required for extracurricular activities or athletics.

INSTRUCTIONAL TIME PER DAY. The amount of time per day students were engaged in instructional activities during the 2001-02 school year. Enter in hours and minutes. Homeroom may be counted where this time is used for structured activities under the supervision of a certified teacher that may include activities such as viewing specialized information television programming (e.g., Channel One), guidance activities, or student information activities (e.g., announcements). For elementary/middle schools, a recess period may be counted where this time includes structured instructional activities under the supervision of a certified teacher such as physical education instruction. Unstructured homeroom or recess time is not to be counted. Do not include the time required for lunch or changing classes. The entered time per day cannot be equal to or greater than the amount of time entered for length of school day.

FACULTY ATTENDANCE RATE. This rate is intended to measure short-term absenteeism for your school during the 2001-02 school year. The definition for staff absence is all staff absences exclusive of approved professional days, personal days, staff training days, bereavement days, jury duty, and extended illness in excess of five consecutive work days. Faculty on long-term leave or disability should be removed from this calculation. Faculty includes classroom teachers and educational support services personnel. This percentage cannot exceed 100%. **Note: *Faculty attendance rate does not include administrative personnel.***

In order to perform this calculation, you must first determine the following two values:

Sum of Days Present for All Faculty. This is the cumulative number of days each faculty member was present during the 2001-02 school year. Once this has been determined for

each classroom teacher and educational support services personnel member, these numbers are summed and this value is entered. The numerator is to include the grand total of faculty days worked including actual days in the classroom, professional development and designated professional assignments. The number appears on the data entry screen and printed report as a whole number.

Sum of Contracted Number of Days for All Faculty. This is the cumulative number of days each faculty member has contractually agreed to be employed during the 2001-02 school year. The contracted number of days for each classroom teacher and educational support services personnel member are summed and this value is entered. The denominator is to be prorated, according to individual contracts, for faculty entering after the first school day in the same way that ADA (Average Daily Attendance) is computed for students. The number appears on the data entry screen and printed report as a whole number.

This percent is calculated using the following formula:

$$\frac{\text{Sum of Days Present for All Faculty (All Classroom Teachers + Support Services Personnel)}}{\text{Sum of Contracted Number of Days for All Faculty (All Classroom Teachers + Support Services Personnel)}}$$

Classroom teachers are those certificated personnel who reported staff assignments of 1000 through 2699. Educational support services personnel include individuals who reported staff assignments of 2701 through 4001. These codes and their descriptions appear in the department's "2001-02 Fall Report: Certificated Staff Status Coding Manual" publication.

STUDENT SUSPENSIONS. This field indicates the number of students who received an in-school or out-of-school suspension at any time during the school year as a percent of the total school enrollment as of October 15, 2001. Students who were suspended one or more times in any school year are to be counted only once. Such action consists of the temporary dismissal of a student from classes by duly authorized school personnel in accordance with established local district school regulation and is served either under supervision during school hours or outside of school. This percent is calculated by dividing the number of students who received either an in-house or out-of-school suspension during the school year by the total school enrollment as of October 15, 2001.

STUDENT EXPULSIONS. This field indicates the number of students who were expelled from school at any time during the school year as a percent of the total school enrollment as of October 15, 2001. The source of this data is the New Jersey School Register. These are students for whom a D1 appears as a final status code. Expulsion constitutes a legal action taken by the local Board of Education ordering a student to leave school. This percent is calculated by dividing the number of students who were expelled during the school year by the total school enrollment as of October 15, 2001.

STUDENT/COMPUTER RATIO. Local school districts statewide have aggressively sought to increase the technological resources available to their students. A key measure of this growth is the ratio of students per computer used for the purposes of instruction. For this calculation, enter the number of computers, as specified below, used for instructional purposes during the 2001-02 school year.

Computer Specification. In accordance with the definition employed in the department's annual school technology survey, this ratio will include *only* those computers that meet the specifications of a multimedia-capable computer. These specifications include 586 (i.e., Pentium II or equivalent), Power Macs or equivalent.

The ratio is calculated by dividing the total school enrollment as of October 15, 2001 by the entered number of multimedia-capable computers that are accessible to students for instruction.

INTERNET CONNECTIVITY BY LOCATION.   Along with the student-per-computer ratio, another educational technology benchmark is the number of instructional settings that are connected to the Internet.   These fields identify the number of instructional locations (e.g., classroom or other instructional setting, library and/or media center, and computer laboratories) in a school that has been outfitted with an Internet connection as a percent of the total number of each location, as well as all instructional locations. For the 2001-02 school year, enter the number of locations assigned as classrooms or other instructional settings, library and/or media center, and computer laboratory.   For each location type, enter the number with an Internet connection capability.   Based on the data entered, the software will perform the calculation for the percent of all locations with Internet access.

STUDENT DROPOUT DATA. Two data entry screens have been included for student dropouts who were enrolled full-time and those enrolled on a shared-time basis. Based on the enrollment data reported via the department's annual Fall Survey for the 2001-02 school year (i.e., students "on-roll" as of October 15, 2001), one or both of the following screen options may be displayed upon selecting this data entry section:

- **STUDENT DROPOUT DATA – FULL-TIME STUDENTS (From July 1, 2001 – June 30, 2002)**.
- **STUDENT DROPOUT DATA – SHARED-TIME STUDENTS (From July 1 2001 – June 30, 2002)**.

In each screen, as appropriate, enter the number of full-time or shared-time students who have dropped out of school by grade, racial/ethnic origin, and sex for the period from July 1, 2001 to June 30, 2002. Shared-time students are those students who attend two different schools in a single day for a half-school day at each and appear on a New Jersey School Register in both locations (See student enrollment definitions on page 54). The enrollment data that was previously reported as part of the department's annual Fall Survey for the 2001-02 school year determines the data entry screens that appear (whether a screen for entry of shared-time student dropouts is displayed). A student who

dropped out and returned more than once, but who subsequently dropped out during this period is counted only once. The data are reported for grade categories Pre-K – 6, 7, 8, 9, 10, 11, 12, and special education. (See definitions for racial/ethnic categories and student dropouts beginning on page 51)

General Instructions. The source of this data is the 2001-02 New Jersey School Register. Each student appearing in a school register must receive a final status code at the end of the school year. Count students by school and grade for whom any of the following entries (D3, D4, D5, D6, D7, D8) appears as a final status code. For the purposes of this data collection, students reported in the School Register's program type categories for "classified" students in self-contained classrooms are to be included under the grade heading "Special Education." The number of dropouts are entered into the data entry screen and appear on the printed report as a whole number.

Dropout On-Screen Edits. Due to the high volume of errors that were detected in the dropout data submitted during the previous data collection cycle, a series of on-screen edits were added to the programming logic of the software. For those schools that have full- and shared-time students who dropped out during the school year, an edit will display the sum of these student counts on each screen where full-time is counted as "1" and shared-time is counted as ".5".

- Where the sum of student counts entered on each screen, regardless of whether or not your school had shared-time students enrolled for the 2001-02 school year, exceeds 20% of the total school enrollment as of October 15, 2001, the following message appears: "The dropout total (number appears with a decimal in tenths for shared-time) is more than 20% of the total enrolled (number appears with a decimal in tenths for shared-time)." Should this condition occur, you will be asked "Is above information correct (Y/N)?". If the data entered has been accurately reported and "Y" is pressed, the "Select School Information Section" screen appears. If "N" is pressed, the cursor will return to the screen for entry of the corrected data.

- Where the sum of student counts entered on each screen, regardless of whether or not your school had shared-time students enrolled for the 2001-02 school year, is equal to or greater than the total school enrollment as of October 15, 2001, the following message appears: "The dropout total (number appears with a decimal in tenths for shared-time) can not be greater than or equal to total enrolled (number appears with a decimal in tenths for shared-time)." Should this condition occur, you will be unable to exit the screen and, therefore, must enter the correct data.

YOU HAVE COMPLETED THE FIRST SECTION. If your school is any school type other than elementary, please complete the section applicable to your school type in part II of the manual that follows.

2.2. DATA ENTRY SCREENS – SECONDARY, COMPREHENSIVE HIGH SCHOOL, VOCATIONAL-TECHNICAL HIGH SCHOOL, SPECIAL EDUCATION, AND SPECIAL SERVICES

2.2.1 <u>Special Instructions for Secondary Schools</u>

<u>Data entry note</u>. For *Post-Graduation Plans of Full-Time Graduates*, and *Post-Graduation Plans of Shared-Time Graduates,* once a value is entered, press the **ENTER** key to advance the cursor to the right for the next column entry. When the last entry has been made at the end of an input row, you may press the **ENTER** key or the **Down Arrow** key. If you use the **ENTER** key, then use the **Down Arrow** and **Left Arrow** keys to move the cursor to the first column on the next input row.

- Please note that the total school enrollment for secondary schools does not include post-graduate enrollments. These are full-time students who have graduated and are enrolled in grade-12 level courses to augment their present skills.

- For the *Post-Graduation Plans of Full-Time and Shared-Time Graduates* data entry screens, all graduation counts should reflect the number of the students who graduated (i.e., received a high school diploma) during the 2001-02 school year up to and including August 31, 2002. Hence, this population includes mid-year, end-of-the-year, and subsequent summer session graduates. These data will be used for the department's annual Fall Survey, as well as the School Report Card.

Additional Items. There are seven additional data collection items for secondary schools as listed below.

- **ADVANCED PLACEMENT EXAMINATIONS (2001-02)**
- **ADVANCED PLACEMENT DATA (2001-02)**
- **HIGH SCHOOL GRADUATION REQUIREMENTS-FULL TIME (2001-02)**
- **HIGH SCHOOL GRADUATION REQUIREMENTS-SHARED TIME (2001-02)**
- **POST GRADUATION PLANS OF FULL-TIME GRADUATES (For Period: September 1, 2001 to August 31, 2002)**
- **POST GRADUATION PLANS OF SHARED-TIME GRADUATES (For Period: September 1, 2001 to August 31, 2002)**
- **GRADUATION DATA (Class of 2002)**

Use the **Up/Down Arrow** keys to highlight the data entry field or fields you wish to complete. Once highlighted, press the **ENTER** to select it. A screen containing the field or group of fields you have selected appears.

Instructions for Completing School Information. The following instructions include pertinent definitions and guidelines for completing the data fields that appear on each of the data entry screens for your school:

AVERAGE CLASS SIZE. This is the average number of students assigned to a regular classroom in your school during the 2001-02 school year. The calculation appears as a whole number on the data entry screen and printed report.

FOR SECONDARY SCHOOLS OR SCHOOLS WITH GRADES 7-12: Enter the number of English classes excluding those to which only Special Education students are assigned. The number appears as a whole number on the data entry screen and printed report.

This average is calculated using the following formula:

$$\frac{\text{Regular Education Student School Enrollment as of October 15, 2001}}{\text{Total number of homerooms } \textbf{\underline{OR}} \text{ Total number of English classes}}$$

STUDENT DROPOUT DATA

Dropout Rate. Based on the counts reported in the Student Dropout Data input screens, where, for the purposes of this calculation, a full-time student who dropped out is counted as "1" and a shared-time student who dropped out is counted as ".5," a dropout rate will appear on the printed report which may be generated from the Report Menu option under the Reports/Maintenance section of the Main Menu. This rate reflects the number of students in grades 9 through 12 who dropped out as a percent of the student enrollment in the same grades as of October 15, 2001. The rate appears as a number with a decimal in tenths on the printed report. The formula for computation of this rate appears as follows:

$$\frac{\substack{\text{Sum of the Number of Dropouts from Grades 9, 10, 11, or 12 in 2001-02 School Year} \\ \text{Where Full-Time Students Counted as "1" and Shared-Time Students Counted as ".5"}}}{\substack{\text{School Enrollment in Grades 9 through 12 as of October 15, 2001 Where Full-Time} \\ \text{Students Counted as "1" and Shared-Time Students Counted as ".5"}}}$$

ADVANCED PLACEMENT EXAMINATIONS: 2001-02. The Advanced Placement (AP) program of the College Board is an important means of providing secondary students with challenging curricula. The program enables students to take college-level courses while still in high school. Upon completion of an AP course, the student takes an examination to qualify for college credit and/or advanced placement in college. Participation in this program is voluntary.

The number of students who sat for an AP examination during the 2001-02 academic school year appears as reported by the Educational Testing Service (ETS), Princeton, New Jersey. Please enter the number of students underlined enrolled in each AP course (e.g., "Number of Students in Class"). Once a value is entered, press the **ENTER** key to advance the cursor to the next AP examination listed. Values may be entered for all AP examinations that were reported for your school. These values appear as a whole number on the data entry screen and printed report. All the AP examinations administered by your school during the 2001-02 school year are displayed on screen and in the printed report.

ADVANCED PLACEMENT DATA: 2001-02. In order to provide a broader context for your school's participation in the Advanced Placement (AP) program, a series of calculations have been included. These are: the number of students who sat for an AP test as a percent of those who participated in an AP class; and the number of students who sat for an AP test, as well as participated in an AP class, as a percent of the sum of the Grade 11 and 12 enrollments for your school as of October 15, 2001.

These calculations require no further data entry. These statistics are based on formulas that use data available from other data entry screens: student enrollment information from the Enrollment Confirmation and class participants and test takers from AP Examination screens.

HIGH SCHOOL GRADUATION REQUIREMENTS. Enter the number of full-time Regular, Special Education, and Limited English Proficient (LEP) students that meet the qualifying description of each data entry field.

Please note the following:
- There is a separate data entry screen for shared-time students who graduate from their home school. Now, full- and shared-time students will be reported on separate screens where both are counted as a head count ("1.0").
- The full- and shared-time data entry screens only accept inputs for specific fields where data is required. Other fields that in the past may have required input based on manual summation of the required data fields have now been automated to calculate the correct values based on the required inputs.

This section includes the following two data entry screens:

- **HIGH SCHOOL GRADUATION REQUIREMENTS – FULL-TIME STUDENTS.**
- **HIGH SCHOOL GRADUATION REQUIREMENTS – SHARED-TIME STUDENTS.**

General Instructions.

- *For the purposes of this data collection, graduates are to be reported as head counts. Count shared-time students who graduated from the home school, as well as full-time students who graduated, as "1."*
- Once an input screen has been selected and data entered, press the **ENTER** or **Down Arrow** keys to advance the cursor to the next input field. This process is repeated until all the data fields have been addressed.
- Please be reminded that although enrollment counts are as of the last day of the 2001-02 school year (June 2002), the data collection includes students who graduated during the summer period following the close of school in June. Graduates are to be counted for the period up to and including August 31, 2002.
- Entries appear as a whole number on the data entry screen and printed report.

- Where referenced "other requirements" include the accumulation of credits towards graduation, meeting minimum attendance criteria, etc.

Formulas to Aid the Data Entry Process. Successful data entry will require that the data you enter conform to the following logical formulas.

While the detailed formula and line listing appearing below indicates how the data are calculated, only the items underlined require actual inputs. All other lines will be calculated by the software using these inputs.

Using the field codes listed for the items underlined, you will then be able to successfully arrange your data to avoid input errors that would require correction during the edit process that is conducted prior to preparing the transfer diskette for submission to the department. These logical formulas are as follows:

For <u>Regular Education Students</u>
- $A3+\underline{A4}=A2$
- $A6+\underline{A7}+\underline{A8}=A5$
- $A2+A5=A1$

For <u>Special Education Students</u>
- $B3+\underline{B4}+\underline{B5}=B2$
- $B7+\underline{B8}+\underline{B9}+\underline{B10}=B6$
- $B2+B6=B1$

For <u>Limited English Proficient (LEP) Students</u>
- $C3+\underline{C4}+\underline{C5}=C2$
- $C7+\underline{C8}+\underline{C9}=C6$
- $C2+C6=C1$

Data Entry Field Codes and Explanations.

A   REGULAR EDUCATION STUDENTS
A1   Grade 12 Enrollment as of last day of school - Regular students
A2   Total number of regular students that received a diploma
<u>A3</u>   Number of regular students receiving a diploma due to passing HSPT11
<u>A4</u>   Number of regular students receiving a diploma due to passing SRA11
A5   Total number of regular students that were denied a diploma
<u>A6</u>   Number of regular students denied: only failing HSPT/SRA11
<u>A7</u>   Number of regular students denied: failing HSPT/SRA11 & other requirements
<u>A8</u>   Number of regular students denied: failing other requirements but passing HSPT11

B   SPECIAL EDUCATION STUDENTS

B1   Grade 12 Enrollment as of last day of school - Special Education students
B2   Total number of Special Education students that received a diploma
B3   Number of Special Education students receiving a diploma due to passing
                HSPT11
B4   Number of Special Education students receiving a diploma due to passing
                SRA11
B5   Number of Special Education students receiving a diploma: Exempt from
                HSPT11
B6   Total number of Special Education students that were denied a diploma
B7   Number of Special Education students denied: only failing HSPT/SRA11
B8   Number of Special Education students denied: failing HSPT/SRA11 &
                other requirements
B9   Number of Special Education students denied: failing other requirements
                but passing HSPT11
B10   Number of Special Education students denied: failing other requirements
                and exempt from HSPT11

C   LIMITED-ENGLISH PROFICIENT (LEP) STUDENTS

C1   Grade 12 Enrollment as of last day of school - LEP students
C2   Total number of LEP students that received a diploma
C3   Number of LEP students receiving a diploma due to passing HSPT11
C4   Number of LEP students receiving a diploma due to passing SRA11
C5   Number of LEP students receiving a diploma due to passing SRA/LEP11
C6   Total number of LEP students that were denied a diploma
C7   Number of LEP students denied: only failing HSPT/SRA11
C8   Number of LEP students denied: failing HSPT/SRA11 & other
                requirements
C9   Number of LEP students denied: failing other requirements but passing
                HSPT11

POST-GRADUATION PLANS OF FULL-TIME GRADUATES. Enter the number
of full-time students who graduated (i.e., received a high school diploma) for the period
September 1, 2001 to August 31, 2002 by their planned post-graduation destination,
category of racial/ethnic origin, and sex. Include the counts for In-State and Out-of-State
for each destination (these columns appear when the cursor scrolls to the right). This
includes mid-year, end-of-the-year, and subsequent summer session graduates. The
source of this data is the 2001-02 New Jersey School Register. Count the *full-time*
students in each secondary school for whom an "L" entry has been made in the School
Register for this period. All graduation plan information is self-reported by graduating
seniors. (See definitions of post-graduation destinations and categories of racial/ethnic
origin beginning on page 51).

In-State Total & Out-of-State Total. Enter the number of graduates in each column that
plan to pursue their post-graduation activity at an in-state or out-of-state location. The
sum of these numbers for each post-graduation activity must be equal to the calculated

number in the **Total** column. **This does not apply to the post-graduation activities of unemployment, other, and status unknown.**

These data used to calculate graduation statistics that appear on the *Report Card Data Listing* may be printed from the Report Menu in the REPORTS/MAINTENANCE section on the Main Menu. (For more complete information regarding these statistics, refer to page 46)

POST-GRADUATION PLANS OF SHARED-TIME GRADUATES (Home School Only). Enter the number of shared-time students who graduated (i.e., received a high school diploma) for the period September 1, 2001 to August 31, 2002 by their planned post-graduation destination, category of racial/ethnic origin, and sex. These are students who, for example, attended both an academic high school and a county vocational school each day for a half day each and who graduated from the home school. Include the counts for in-state and out-of-state for each destination (these columns appear when the cursor scrolls to the right). This includes mid-year, end-of-the-year, and subsequent summer session graduates. The source of this data is the 2001-02 New Jersey School Register. Count the *shared-time* students in each secondary school for whom an "L" entry has been made in the School Register for this period. All graduation plan information is self-reported by graduating seniors. (See definitions of post-graduation destinations and categories of racial/ethnic origin beginning on page 51).

In-State Total & Out-of-State Total. Enter the number of graduates in each column that plan to pursue their post-graduation activity at an in-state or out-of-state location. The sum of these numbers for each post-graduation activity must be equal to the calculated number in the **Total** column. **This does not apply to the post-graduation activities of unemployment, other, and status unknown.**

Printed Report of Graduation Statistics. These data are used to calculate graduation statistics that appear on the *Report Card Data Listing* that may be printed from the Report Menu in the REPORTS/MAINTENANCE section on the Main Menu. For more complete information regarding these statistics, see below.

GRADUATION DATA: 2001-02. A second graduate calculation is included in the software application has been added to the software application to reduce the impact of student mobility on the resulting value.

These calculations require no further data entry. These statistics are based on formulas that use data available from other data entry screens: the total number of graduates and the number of Grade 12 students enrolled as of the last day of the school year from the High School Graduation Requirements screen.

- The first item represents the number of students who graduated during the 2001-02 school year as a percent of the number of students enrolled in Grade 12 of your school as of October 15, 2001. This percent appears as a number with a decimal in

tenths on the printed report. *Due to the effects of student migration experienced after October 15, 2001, this percent may be greater than 100%.*

This percent is calculated based on the number of graduates where full-time students who graduated were counted as "1" and shared-time students who graduated were counted as ".5", divided by the enrollment reported as of October 15, 2001 where full-time students were counted as "1" and shared-time students were counted as ".5." The formula for this calculation is as follows:

Sum of Full-Time Graduates Counted as "1"
&
Shared-Time Graduates Counted as ".5"
Grade 12 Enrollment as of October 15, 2001
With Full-Time Students Counted as "1"
&
Shared-Time Students Counted as ".5"

- The second item represents the number of students who graduated during the 2001-02 school year as a percent of the number of students enrolled in Grade 12 as of the last day of the 2001-02 school year. This percent appears as a number with a decimal in tenths on the printed report.

This percent is calculated based on the number of graduates where full-time students who graduated were counted as "1" and shared-time students who graduated were counted as ".5" divided by the Grade 12 enrollment reported as of the last day of the 2001-02 school year where full-time students were counted as "1" and shared-time students were counted as ".5". The formula for this calculation is as follows:

Sum of Full-Time Graduates Counted as "1"
&
Shared-Time Graduates Counted as ".5"
Grade 12 Enrollment as of the Last Day of School
With Full-Time Students Counted as "1"
&
Shared-Time Students Counted as ".5"

2.2.2 Special Instructions for Comprehensive High Schools

Comprehensive High Schools are secondary schools in regular school districts that offer their students comprehensive vocational-technical education programs. Please note that there are additional items that apply to comprehensive high schools rather than secondary schools.

- **NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE SCORES (2001-02)**
- **CERTIFICATION/LICENSURE EXAMINATION RESULTS (2001-02)**

NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE SCORES – 2001-02. The Job Ready Examinations of the National Occupational Competency Testing Institute (NOCTI) are national standardized written and performance evaluations that measure student competency for entry into the identified occupational area. The examinations are based on nationally-validated workplace-based standards.

1. Using the **Up/Down Arrow** keys, highlight the test that students sat for during the 2001-02 school year. Once a desired test title is highlighted, input the number of students who took the written portion of the test followed by pressing the **ENTER** key.
2. Use the **Right Arrow** key to move the cursor to the next input field. Input the number of students who took the performance portion of the test also followed by pressing the **ENTER** key.
3. From the information provided to the vocational-technical school by NOCTI, enter the average school score for the written portion of the test followed by pressing the **ENTER** key. The entered value may include a decimal in tenths.
4. Use the **Right Arrow** key to move the cursor to the next input field. Input the average school score for the performance portion of the test followed by pressing the **ENTER** key. The entered value may include a decimal in tenths.
5. Press the **Left Arrow** key three times to move the cursor to the first input field for selection of another test.

CERTIFICATION/LICENSURE EXAMINATION RESULTS – 2001-02. This section lists by program area the occupations having a certification, licensure, or other required examination.

1. Using the **Up/Down Arrow** keys, highlight the test that students sat for during the 2001-02 school year. Once a desired program area that was tested is highlighted, input the number of students who took the test followed by pressing the **ENTER** key.
2. Use the **Right Arrow** key to move the cursor to the next input field. Input the number of students who passed the test followed by pressing the **ENTER** key.

3. Press the **Left Arrow** key once to move the cursor to the first input field for selection of another test.

2.2.3 <u>Special Instructions for Vocational-Technical High Schools</u>

Please note that two additional items apply to Vocational-Technical High Schools rather than secondary schools. Refer to Section 2.2.1. or Special Instructions for secondary schools for items not listed here.

- **STAFFING RATIOS (FACULTY & ADMINISTRATIVE (2001-02)**
- **FACULTY CREDENTIALS (2001-02)**

In addition to the "School Information Entry section," the Data Entry section of the Main Menu contains the following additional input selection: DISTRICT-WIDE INFORMATION ENTRY.

<u>DISTRICT-WIDE INFORMATION ENTRY</u>.

From the School Report Card Main Menu you may use the **Up/Down Arrow** keys to highlight the "District-Wide Information Entry" option. If you are ready to input the data, press the **ENTER** key. These enrollments will appear on the School Report Card in a separate section along with other district-level information.

District-wide Enrollment Categories. Enter the number of Adult High School, Post-Secondary, and Part-Time Adult and Community Program students that were enrolled in your district as of October 15, 2001 for the 2001-02 school year.

District-wide Enrollment Report. A report of the enrollments entered into these data fields may be produced from the Report Menu under the "Reports/Maintenance" section that appears on the School Report Card Main Menu. For instructions on how to access this option and print the report, see the Report Menu section below.

Applicable Data Entry Screens. All data screens listed above apply to vocational-technical schools with full-time and shared-time students or those schools with only shared-time enrollments, unless otherwise indicated.

Selecting a Data Input Field. Use the **Up/Down Arrow** keys to highlight the data entry field or fields you wish to complete. Once highlighted, press the **ENTER** to select it. A screen containing the field or group of fields you have selected appears.

Counting Students. For the purposes of this data collection, a full-time or shared-time student is counted and reported as a whole number (1.0).

SCHOOL ENROLLMENT.

A school with full-time and shared-time enrollments. For a vocational-technical school with full-time students "on-roll," press the **ENTER** key to select the "School Enrollment (Full-Time) - By Grade (2001-02)" entry. After completing this section, if you also have shared-time students "on-roll," use the **Down Arrow** key to highlight the "School Enrollment (Shared-Time) - By Grade (2001-02)" entry and press the **ENTER** key to select it.

A school with only full-time enrollments. Complete the "School Enrollment (Full-Time)" screen, but use the **Down Arrow** key to skip "School Enrollment (Shared-Time)".

A school with only shared-time enrollments. If you are a vocational-technical school with *only* shared-time students "on roll," use the **Down Arrow** key to highlight the "School Enrollment (Shared-Time) - By Grade (2001-02)" entry and press the **ENTER** key to select it.

A school with only shared-time enrollments, BUT ALSO HAVING FULL-TIME POST-SECONDARY STUDENTS. Vocational-technical schools with *only* shared-time students "on roll", which also have full-time post-secondary students, should use the "School Enrollment (Full-Time)" data entry screen to report these students. This should be the only entry made into that screen for vocational-technical schools with only shared-time enrollments. At the School Information Section Menu, highlight the "School Enrollment (Full-Time) - By Grade (2001-02)" entry option and press the **ENTER** key to select it.

Moving the Cursor in the School Enrollment Data Entry Screens. Upon entering a value, press the **Down Arrow** key to advance the cursor to the next entry field.

SCHOOL ENROLLMENT (FULL-TIME) - BY GRADE (2001-02). Enter the number of full-time students that appeared in a New Jersey School Register as of October 15, 2001 for the 2001-02 school year by grade or program type category.

SCHOOL ENROLLMENT (SHARED-TIME) - BY GRADE (2001-02). Enter the number of shared-time students that appeared in a New Jersey School Register as of October 15, 2001 for the 2001-02 school year by grade or program type category.

NUMBER OF LEP STUDENTS (Part of the Student Language Diversity Data Entry Screen). Enter the number of students who were identified as LEP (Limited English Proficient) in the 2001-02 school year. This is an unduplicated count of students who participate in Bilingual, English as a Second Language, or English Language Services programs. This number includes those *full-time* students in grades 9 through 12 and special education programs. **Vocational-technical schools with only shared-time students may skip this section.**

STUDENT MOBILITY – 2001-02. This rate is designed to be an index of the stress on teaching and learning by the entrance and exiting of students during the school year, other than at the beginning or end of the year. **Vocational-technical schools with _only_**

shared-time enrollments should only complete the data entry fields in the "Shared-Time" column.

This index is calculated for the 2001-02 school year using the number of full-time and shared-time students in grades 9 through 12 and special education programs who were newly enrolled (e.g., transferred in, enrolled for the first time, or reentered) after October 15, 2001. This figure, plus the number of students who withdrew for any reason (e.g., transferred out, dropped out, were expelled or incarcerated, death, or not of legal school age) after the October 15, 2001, in that school year are then divided by the fall enrollment figure reported for that year in the "School Enrollment" full-time and shared-time data entry screens. The rate (appearing as a number and a decimal in tenths) is calculated using the following formula:

$$\frac{\text{Full-Time + Shared-Time Students Transferring/Entering IN +}}{\text{Full-Time + Shared-Time Students Transferring/Dropping OUT after October 15, 2001}}$$
$$\text{Total School Enrollment as of October 15, 2001}$$

The source of this data is the New Jersey School Register.

Transfers-In. Enter the number of full-time and shared-time students who transferred into your school after October 15, 2001. These are students who were newly enrolled or who transferred in from other schools (Coded in the School Register as E1, R2, R3, R4, R5, R6, R7, R8, R9, R10, or R11).

Transfers-Out. Enter the number of full-time and shared-time students who transferred out after October 15, 2001. These are students who transferred out to another district or school (Coded in the School Register as T2, T3, T4, T5, T6, T7, T8, or T9), dropped-out (Coded in the School Register as D3, D4, D5, D6, D7, or D8), or left for any other reason (Coded in the School Register as D1, D2, D9, or D10).

LENGTH OF SCHOOL DAY, INSTRUCTIONAL TIME PER DAY, FACULTY ATTENDANCE RATE.

Refer to Section 2.1. for detailed instructions for these items.

Instructional Time Per Day (2001-02). For vocational-technical schools, a recess period may be counted where this time includes structured instructional activities under the supervision of a certified teacher such as physical education instruction. Unstructured homeroom or recess time is not to be counted. Do not include the time required for lunch or changing classes. The entered time per day can not be equal to or greater than the amount of time entered for length of school day. **Vocational-technical schools with only shared-time enrollments may leave the full-time student entry blank.**

Faculty Attendance Rate (2001-02). For vocational-technical schools, faculty included in this calculation should be *only* those **classroom teachers** and **educational support services personnel** entered into the "Staffing Ratios (Faculty & Administrative): 2001-

02" data entry screen (See Page 41). This percentage can not exceed 100%. Note: *The faculty attendance rate does not include administrative personnel*.

Refer to Section 2.1. for the formula used to calculate the rate.

FALL SURVEY DROPOUT REPORT – 2001-02 (Full-time Students Only). *Vocational-technical schools with only shared-time enrollments may skip this data entry screen*. Enter the number of *full-time* students who have dropped out of school by grade, racial/ethnic origin, and sex for the period from July 1, 2001 to June 30, 2002. A student who dropped out and returned more than once, but who subsequently dropped out during this period is only counted once. The data are reported for grade categories 9, 10, 11, 12, and special education. See definitions for racial/ethnic categories and student dropouts beginning on Page 51.

General Instructions. The source of this data is the 2001-02 New Jersey School Register. Each student appearing in a school register must receive a final status code at the end of the school year. Count students by school and grade for whom any of the following entries (D3, D4, D5, D6, D7, D8) appears as a final status code. For the purposes of this data collection, students reported in the School Register's program type categories for "classified" students in self-contained classrooms are to be included under the grade heading "Special Education." Full-time students who attended a county vocational school should be reported in the grade the student was assigned prior to dropping out. The number of dropouts are entered into the data entry screen and appear on the printed report as a whole number.

Dropout On-Screen Edits. Due to the high volume of errors that were detected in the dropout data submitted during previous data collection, a series of on-screen edits were added to the programming logic of the software. For those schools that have full-students who dropped out during the school year, an edit will display the sum of these student counts where full-time is counted as "1."

- Where the sum of students entered exceeds 20% of the total school enrollment as of October 15, 2001, the following message appears: "The dropout total (number appears with a decimal in tenths) is more than 20% of the total enrolled (number appears with a decimal in tenths)." Should this condition occur, you will be asked "Is above information correct (Y/N)?" If the data entered has been accurately reported and "Y" is pressed, the "Select School Information Section" screen appears. If "N" is pressed, the cursor will return to the screen for entry of the corrected data.

- Where the sum of students entered is equal to or greater than the total school enrollment as of October 15, 2001, the following message appears: "The dropout total (number appears with a decimal in tenths) cannot be greater than or equal to total enrolled (number appears with a decimal in tenths)." Should this condition occur, you will be unable to exit the screen and, therefore, must enter the correct data.

Dropout Rate. Based on the counts reported in the Student Dropout Data input screen, a dropout rate will appear on the printed report which may be generated from the Report Menu option under the Reports/Maintenance section of the Main Menu. The rate is automatically calculated using the sum of the figures entered for grades 9 through 12 and the enrollment in Grades 9 through 12 for your school that was entered in the "School Enrollment (Full-Time)" screen. The rate appears as a number with a decimal in tenths on the data entry screen and printed report. The formula appears as follows:

$$\frac{\text{Sum of the Number of Dropouts from Grades 9, 10, 11, or 12 in 2001-02 School Year}}{\text{Full-Time Students Enrolled in Grades 9 through 12 as of October 15, 2001}}$$

NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE SCORES – 2001-02.

The Job Ready Examinations of the National Occupational Competency Testing Institute (NOCTI) are national standardized written and performance evaluations that measure student competency for entry into the identified occupational area. The examinations are based on nationally-validated workplace-based standards.

1. Using the **Up/Down Arrow** keys, highlight the test that students sat for during the 2001-02 school year. Once a desired test title is highlighted, input the number of students who took the written portion of the test followed by pressing the **ENTER** key.
2. Use the **Right Arrow** key to move the cursor to the next input field. Input the number of students who took the performance portion of the test also followed by pressing the **ENTER** key.
3. From the information provided to the vocational-technical school by NOCTI, enter the average school score for the written portion of the test followed by pressing the **ENTER** key. The entered value may include a decimal in tenths.
4. Use the **Right Arrow** key to move the cursor to the next input field. Input the average school score for the performance portion of the test followed by pressing the **ENTER** key. The entered value may include a decimal in tenths.
5. Press the **Left Arrow** key three times to move the cursor to the first input field for selection of another test.

CERTIFICATION/LICENSURE EXAMINATION RESULTS – 2001-02.   This section lists by program area the occupations having a certification, licensure, or other required examination.

1. Using the **Up/Down Arrow** keys, highlight the test that students sat for during the 2001-02 school year. Once a desired program area that was tested is highlighted, input the number of students who took the test followed by pressing the **ENTER** key.
2. Use the **Right Arrow** key to move the cursor to the next input field. Input the number of students who passed the test followed by pressing the **ENTER** key.

3. Press the **Left Arrow** key once to move the cursor to the first input field for selection of another test.

POST-GRADUATION/COMPLETION PLANS – Class of 2002 (Report Card). These are students who graduated (i.e., received a high school diploma) for the period September 1, 2001 through August 31, 2002 or completed their occupational program during the 2001-02 school year. This includes mid-year, end-of-the-year, and subsequent summer session graduates. All graduation plan information are based on the self-reported intended destinations of graduating seniors. See definitions of post-graduation destinations on Page 51.

Post graduation or post completion plans are reported for three categories of graduates or completers (as indicated by the underlined sections of text below). Upon selecting either one of the two data entry screens ("Class of 2002") appearing on the software, a value may be entered at the blinking cursor. Once entered, press the **ENTER** or **Down Arrow** keys to advance the cursor to the next input field. When you have reached the last input field in a column, press the Down Arrow key to advance the cursor to the top of the next data entry column. Using this technique:

1. Enter the numbers of <u>full-time Grade 12 students who graduated from the vocational-technical school</u> by their planned post graduation destination. *Vocational-technical schools with only shared-time enrollments may skip these data entry fields.*

2. Enter the numbers of <u>shared-time students who completed their occupational program at the vocational-technical school, but graduated from their home or academic high school</u> by their planned post graduation destination. *Vocational-technical schools with only shared-time enrollments <u>should</u> complete these data entry fields.*

3. Enter the numbers of <u>post-secondary students who completed their occupational program</u> by their planned post completion destination. Once, these number of graduates and completers have been entered, press the **Down Arrow** key to advance the cursor to the final item on the data entry screen. *Vocational-technical schools with only shared-time enrollments should include any post-secondary student enrollments.*

4. Enter the number of shared-time students who completed their occupational program at the vocational-technical school, but were not eligible for graduation and returned to their home or academic high school. *Vocational-technical schools with only shared-time enrollments <u>should</u> complete these data entry fields.*

IMPORTANT - DATA EDIT CHECK. The total number of graduates reported in the "FT Students who GRADUATED from VOC school" column <u>must agree</u> with the sum of the "Total Number of Students that Received a Diploma" in each of the three categories

for "Regular Education," "Special Education," and "Limited-English Proficient" students appearing on the <u>High School Graduation Requirements</u> data entry screen.

FALL SURVEY POST-GRADUATION PLANS – Class of 2002 (Full-Time Students Only). (*This data entry screen is for vocational schools with full-time students who graduate from the vocational school*.) Enter the number of *full-time* students who graduated (i.e., received a high school diploma) for the period September 1, 2001 to August 31, 2002 by their planned post-graduation destination, category of racial/ethnic origin, and sex. Include the counts for In-State and Out-of-State for each destination (these columns appear when the cursor scrolls to the right). This includes mid-year, end-of-the-year, and subsequent summer session graduates. The source of this data is the 2001-02 New Jersey School Register. Count the *full-time* students in each secondary school for whom an "L" entry has been made in the School Register for this period. All graduation plan information is self-reported by graduating seniors. See definitions of post-graduation destinations and categories of racial/ethnic origin on Page 51.

In-State Total & Out-of-State Total. Enter the number of graduates in each column that plan to pursue their post-graduation activity at an in-state or out-of-state location. The sum of these numbers for each post-graduation activity must be equal to the calculated number in the **Total** column. **This does not apply to the post-graduation activities of unemployment, other, and status unknown.**

<u>Post Graduation Plans</u>. This section of the printed report which may be generated from the Report Menu option under the Reports/Maintenance section of the Main Menu includes the data entered into each of the above data entry screens where the full-time graduates are counted as "1" and the shared-time graduates are counted as ".5." Percents of the total number of graduates for each post-graduation destination appear as a whole number.

HIGH SCHOOL GRADUATION REQUIREMENTS – 2001-02. *Vocational-technical schools with only shared-time enrollments may skip these data entry screens.*

- *For the purposes of this data collection, graduates are to be reported in head counts. As shared-time students can only graduate from their home school, count only full-time students who graduated from the vocational school.*
- Once entered, press the **ENTER** or **Down Arrow** keys to advance the cursor to the next input field. This process is repeated until all the data fields have been addressed.
- Please be reminded that although enrollment counts are as of the last day of the 2001-02 school year (June 2002), the data collection includes students who graduated during the summer period following the close of school in June. Graduates are to be counted for the period up to and including August 31, 2002.
- Entries appear as a whole number on the data entry screen and printed report.
- Where referenced "other requirements" include the accumulation of credits towards graduation, meeting minimum attendance criteria, etc.

<u>Formulas to Aid the Data Entry Process</u>. Successful data entry will require that the data you enter conform to the following logical formulas.

While the detailed formula and line listing appearing below indicates how the data are calculated, only the items underlined require actual inputs. All other lines will be calculated by the software using these inputs.

Using the field codes listed for the items underlined, you will be able to successfully arrange your data to avoid input errors that would require correction during the edit process that is conducted prior to preparing the transfer diskette for submission to the department. These logical formulas are as follows:

For <u>Regular Education Students</u>
- $\underline{A3}+\underline{A4}=\underline{A2}$
- $\underline{A6}+\underline{A7}+\underline{A8}=A5$
- $A2+A5=A1$

For <u>Special Education Students</u>
- $\underline{B3}+\underline{B4}+\underline{B5}=B2$
- $\underline{B7}+\underline{B8}+\underline{B9}+\underline{B10}=B6$
- $B2+B6=B1$

For <u>Limited English Proficient (LEP) Students</u>
- $\underline{C3}+\underline{C4}+\underline{C5}=C2$
- $\underline{C7}+\underline{C8}+\underline{C9}=C6$
- $C2+C6=C1$

<u>Data Entry Field Codes and Explanations</u>.

A REGULAR EDUCATION STUDENTS
A1 Grade 12 Enrollment as of last day of school - Regular students
A2 **Total number of Regular students that received a diploma**
<u>A3</u> Number of Regular students receiving a diploma due to passing HSPT11
<u>A4</u> Number of Regular students receiving a diploma due to passing SRA11
A5 Total number of Regular students that were denied a diploma
<u>A6</u> Number of Regular students denied: only failing HSPT/SRA11
<u>A7</u> Number of Regular students denied: failing HSPT/SRA11 & other requirements
<u>A8</u> Number of Regular students denied: failing other requirements but passing HSPT11

B SPECIAL EDUCATION STUDENTS
B1 Grade 12 Enrollment as of last day of school - Special Education students
B2 **Total number of Special Education students that received a diploma**
<u>B3</u> Number of Special Education students receiving a diploma due to passing HSPT11

B4	Number of Special Education students receiving a diploma due to passing SRA11
B5	Number of Special Education students receiving a diploma: Exempt from HSPT11
B6	Total number of Special Education students that were denied a diploma
B7	Number of Special Education students denied: only failing HSPT/SRA11
B8	Number of Special Education students denied: failing HSPT/SRA11 & other requirements
B9	Number of Special Education students denied: failing other requirements but passing HSPT11
B10	Number of Special Education students denied: failing other requirements and exempt from HSPT11

C	LIMITED ENGLISH PROFICIENT (LEP) STUDENTS
C1	Grade 12 Enrollment as of last day of school - LEP students
C2	**Total number of LEP students that received a diploma**
C3	Number of LEP students receiving a diploma due to passing HSPT11
C4	Number of LEP students receiving a diploma due to passing SRA11
C5	Number of LEP students receiving a diploma due to passing SRA/LEP11
C6	Total number of LEP students that were denied a diploma
C7	Number of LEP students denied: only failing HSPT/SRA11
C8	Number of LEP students denied: failing HSPT/SRA11 & other requirements
C9	Number of LEP students denied: failing other requirements but passing HSPT11

ADVANCED PLACEMENT EXAMINATIONS – 2001-02. *Only applies to those vocational-technical schools with students who took an AP test during the 2001-02 school year.* The Advanced Placement (AP) program of the College Board is an important means of providing secondary students with challenging curricula. The program enables students to take college-level courses while still in high school. Upon completion of an AP course, the student takes an examination to qualify for college credit and/or advanced placement in college. Participation in this program is voluntary.

The number of students who sat for an AP examination during the 2001-02 academic school year appears as reported by the Educational Testing Service (ETS), Princeton, New Jersey. If your vocational-technical school had students who attended an AP class and were tested, please enter the number of students enrolled in each AP course (e.g., "Number of Students in AP Class"). Once a value is entered, press the **ENTER** or **Down Arrow** keys to advance the cursor to the next AP examination listed. Values must be entered for all AP examinations that were reported for your school. These values appear as a whole number on the data entry screen and printed report. The School Report Card has been revised to display on screen and in print all the AP examinations administered for your school during the 2001-02 school year.

STAFFING RATIOS (FACULTY & ADMINISTRATIVE) – 2001-02. The values entered into this data entry screen are designed to yield student to administrator and faculty ratios for your school. Once a value is entered into a field, press the **ENTER** or **Down Arrow** key to advance the cursor to the next field.

Screen Data Entry Requirements.

Student/Staff Ratios for 2001-02.

1. At the blinking cursor, enter the number of **classroom teachers,** as defined below, that were assigned to your vocational-technical school as of October 15, 2001.
2. Enter the number of **educational support services personnel,** as defined below, assigned to your vocational-technical school as of October 15, 2001.
3. Enter the number of **administrative personnel**, as defined below, assigned to your vocational-technical school as of October 15, 2001.

Certificated Staff Definitions.   The staff assignment codes and their descriptions referenced below appear in the department's Fall Survey "2001-02 Certificated Staff Status Coding Manual" publication.

- **Classroom teachers** includes certificated personnel who reported staff assignments of 1000 through 2699 and who provide instruction to full-time and shared-time students enrolled in grades 9 through 12, special education, and full-time post-secondary programs.

- **Educational support services personnel** include certificated individuals who reported staff assignments of 2701 through 4001 and provide services to full-time and shared-time students enrolled in grades 9 through 12, special education, and full-time post-secondary programs.

- **Administrative personnel** include certificated individuals who reported staff assignments of 0100 through 0599 and direct the educational enterprise that serves full-time and shared-time students enrolled in grades 9 through 12, special education, and full-time post-secondary programs.

Calculations Based on Data Entered.

Student/Faculty Ratio for 2001-02. This calculation indicates the average number of students per faculty member in your school. This ratio for the 2001-02 school year is calculated by dividing the total school full-time and shared-time enrollment in grades 9 through 12, special education, and full-time post-secondary students by the sum of the entered numbers of classroom teachers and educational support services personnel that were reported for your school as of October 15, 2001. The resulting ratio of students to one faculty member appears on the data entry screen as a value with a decimal in tenths.

Student/Administrator Ratio for 2001-02. This calculation indicates the average number of students per administrator in your school. This ratio for the 2001-02 school year is calculated by dividing the total school full-time and shared-time enrollment in grades 9 through 12, special education, and full-time post-secondary students by the entered number of administrative personnel that were reported for your school as of October 15, 2001. The resulting ratio of students to one administrator appears on the data entry screen as a value with a decimal in tenths.

FACULTY CREDENTIALS - 2001-02. Upon selection of this data entry screen, a value may be entered at the blinking cursor. Once a value is entered, press the **ENTER** or **Down Arrow** key to advance the cursor to the next input field.

Number of Faculty Reported in Ratio Section. This section is divided into two parts that require unduplicated and duplicated staff counts.

Unduplicated staff counts. These faculty counts should be an unduplicated count based on the highest degree earned by a staff member as of October 15, 2001 for the 2001-02 school year. For example, a teacher who has a bachelors and masters degree should be included in the count of MA/MS degrees.

Using the sum of the numbers of classroom teachers and educational support services personnel entered into the "Staffing Ratios (Faculty & Administrative)" data entry screen as a baseline, you are prompted to complete the following steps:

1. Enter the number of faculty in your vocational-technical school that possess a bachelors degree (BA/BS).
2. Enter the number of faculty in your vocational-technical school that possess a masters degree (MA/MS).
3. Enter the number of faculty in your vocational-technical school that possess a doctoral degree (Ph.D./Ed.D.).
4. Enter the number of faculty in your vocational-technical school that hold a license or occupational certification only.

Duplicated staff counts. Enter the number of faculty that hold a license or occupational certification *and* also possess a bachelor's, masters, or doctoral degree.

The definition of faculty is the same as that applied in the previous "Staffing Ratios (Faculty & Administrative)" data entry screen.

2.2.4 Special instructions for Special Services and Special Education Schools

Once you have selected and confirmed the county and school district for which you wish to enter data, the CSSD School Report Card Main Menu appears with the School Information Entry option highlighted. If you are ready to input the data, press the **ENTER** key.

Select School. Once the school information entry option is selected, a listing of the schools in the district appears. To select a school, use the **Up/Down Arrow** keys to highlight the school name. Once the desired school is highlighted, press the **ENTER** key.

School Information Section. Once a school is selected, a listing of the data entry screens available for this school appears as follows. This section provides instructions for items specific to Special Services and Special Education schools. Refer to Section 2.1. for instructions for the items not explained here.

- **ENROLLMENT CONFIRMATION: 2001-02**
- **STUDENT LANGUAGE DIVERSITY (Also Number of Students in LEP Programs): Full-Time Students Only**
- **STUDENT MOBILITY: 2001-02**
- **LENGTH OF SCHOOL DAY, INSTRUCTIONAL TIME PER DAY, FACULTY ATTENDANCE RATE**
- **AVERAGE CLASS SIZE: 2001-02**
- **PROGRAM COMPLETION PLANS: 2001-02**
- **STAFFING RATIOS (FACULTY & ADMINISTRATIVE): 2001-02**
- **FACULTY CREDENTIALS: 2001-02**
- **STUDENT SUSPENSIONS, STUDENT EXPULSIONS**
- **STUDENT/COMPUTER RATIO, INTERNET CONNECTIVITY BY LOCATION**
- **STUDENT DROPOUT DATA – FULL-TIME STUDENTS (For Period July 1, 2001 – June 30, 2002)**

STUDENT LANGUAGE DIVERSITY - 2001-02 (Full-Time Students Only). **Also Number of LEP Students.** Enter the number of students in your school by first language spoken at home for the 2001-02 school year. Your total school enrollment as of October 15, 2001 is displayed on the data entry screen as a baseline for this calculation. This number comes from the department's annual Fall Survey for the 2001-02 school year.

NUMBER OF LEP STUDENTS (Part of the Student Language Diversity Data Entry Screen). Enter the number of students who were identified as LEP (Limited English Proficient) in the 2001-02 school year. This is an unduplicated count of students who participate in Bilingual, English as a Second Language, or English Language Services programs.

STUDENT MOBILITY - 2001-02. This rate is designed to be an index of the stress on teaching and learning by the entrance and exiting of students during the school year, other than at the beginning or end of the year for the students themselves, other students, and faculty.

This index is calculated for the 2001-02 school year using the number of special education students who were newly enrolled (e.g., transferred in, enrolled for the first time, or reentered) after October 15, 2001, plus the number of students who withdrew for any reason (e.g., transferred out, dropped out, expelled, incarceration, death, or not of legal school age) after October 15, 2001. This number is then divided by the total school enrollment as of October 15, 2001 that was reported for the department's annual Fall Survey. The rate (appearing as a number and a decimal in tenths) is calculated using the following formulas:

Special Education Students Transferring/Entering IN +
Special Education Students Transferring/Dropping OUT after October 15, 2001
Total School Enrollment as of October 15, 2001

The source of this data is the New Jersey School Register.

Transfers-In. Enter the number of full-time and shared-time students who transferred into your school after October 15, 2001. These are students who were newly enrolled or who transferred in from other schools (Coded in the School Register as E1, R2, R3, R4, R5, R6, R7, R8, R9, R10, or R11).

Transfers-Out. Enter the number of full-time and shared-time students who transferred out after October 15, 2001. These are students who transferred-out to another district or school (Coded in the School Register as T2, T3, T4, T5, T6, T7, T8, or T9), dropped-out (Coded in the School Register as D3, D4, D5, D6, D7, or D8), or left for any other reason (Coded in the School Register as D1, D2, D9, or D10).

LENGTH OF SCHOOL DAY, INSTRUCTIONAL TIME PER DAY, FACULTY ATTENDANCE RATE.

Instructional Time Per Day (2001-02). For special services and special education schools, a recess period may be counted where this time includes structured instructional activities under the supervision of a certified teacher such as physical education instruction. Unstructured homeroom or recess time is not to be counted. Do not include the time required for lunch or changing classes. The entered time per day can not be equal to or greater than the amount of time entered for length of school day.

Faculty Attendance Rate (2001-02). For special services and special education schools, faculty included in this calculation should as _only_ those **classroom teachers** and **educational support services personnel** entered into the "Staffing Ratios (Faculty & Administrative) - 2001-02" data entry screen (See Page 45). This percentage can not exceed 100%. Note: _The faculty attendance rate does not include administrative personnel_.

Refer to Section 2.1 for the formula used to calculate the rate.

AVERAGE CLASS SIZE - 2001-02. This is the average number of students that were assigned to classrooms or other instructional settings in your school during the 2001-02 school year. These calculations appear as a decimal in tenths on the data entry screen and printed report.

Once this data entry screen is selected, enter the number of classrooms or other settings where students are assigned and where group instruction is provided for the 2001-02 school year. This rate is calculated by dividing the total school enrollment on October 15, 2001 from the department's annual Fall Survey by the number of classrooms entered.

This average is calculated using the following formula:

$$\frac{\text{Total School Enrollment as of October 15, 2001}}{\text{Number of Classrooms \& Other Instructional Settings in 2001-02}}$$

PROGRAM COMPLETION PLANS – 2001-02. This data entry screen reflects the number of students who are in their final year and eligible to complete their program. Once this input screen is selected:

1. Enter for the 2001-02 school year, the number of students who were in their final year and successfully completed their program by their planned post program completion destination (e.g., sheltered employment, competitive employment, post-secondary educational opportunity, adult training program, continuing custodial care, or undecided). This should be an unduplicated count.

2. Enter for the 2001-02 school year, the number of students who were in their final year, eligible to complete their program, *but did not successfully complete the program*.

STAFFING RATIOS (FACULTY & ADMINISTRATIVE) – 2001-02. Refer to Special Instructions for Vocational-Technical Schools for detailed instructions for this item.

Certificated Staff Definitions.   The staff assignment codes and their descriptions referenced below appear in the department's Fall Survey "2001-02 Certificated Staff Status Coding Manual" publication.

- **Classroom teachers** includes certificated personnel who reported staff assignments of 1000 through 2699.

- **Educational support services personnel** include certificated individuals who reported staff assignments of 2701 through 4001.

- **Administrative personnel** include certificated individuals who reported staff assignments of 0100 through 0599.

Calculations Based on Data Entered.

Student/Faculty Ratio for 2001-02. This calculation indicates the average number of students per faculty member in your school. This ratio for the 2001-02 school year is calculated by dividing the total school enrollment by the sum of the entered numbers of classroom teachers and educational support services personnel that were reported for your school as of October 15, 2001. The resulting ratio of students to one faculty member appears on the data entry screen as a value with a decimal in tenths.

Student/Administrator Ratio for 2001-02. This calculation indicates the average number of students per administrator in your school. This ratio for the 2001-02 school year is calculated by dividing the total school enrollment by the entered number of administrative personnel that were reported for your school as of October 15, 2001. The resulting ratio of students to one administrator appears on the data entry screen as a value with a decimal in tenths.

FACULTY CREDENTIALS – 2001-02. Refer to Special Instructions for Vocational-Technical Schools for detailed instructions for this item.

3. REPORTS/MAINTENANCE

Report Menu. The following reports can be generated (only after data has been entered) and printed on the printer attached to your PC:

> Report Card Data Listing - Except for High School Graduation Requirements
> High School Graduation Requirements

Each of the above reports may be printed in the following ways: a single report for all schools; or a report for an individual school. The data entry selections appear on the printed report in a different sequence than how they appeared on the screen.

Again, as previously indicated, it is critical that you carefully review the printed report once you have completed the data entry process (although you may print a report at any time). Through careful attention to the data input process and examination of the printed report you can ensure that the data appearing in the School Report Card will be correct and accurate. To assist you in this process, the printed report include MISSING DATA WARNINGS that will alert you to data entry fields for which no data has been entered.

To generate a report:

1. Main Menu. Use the **Up/Down Arrow** keys to highlight the Report Menu selection under the REPORTS/MAINTENANCE section of the main menu and press **ENTER** to select it.

2. <u>Report Menu</u>. From this screen, use the **Up/Down Arrow** keys to highlight the desired report and press **ENTER** to select it. *Be reminded that a selection produces printer output only*.

   Report Card Data Listing - Except for High School Graduation Requirements. Selection of this option yields a listing of the fields appearing on the data entry screens, the values entered, and their resulting calculations.

   Specialized Instructions for Data Sections on the Report Card Data Listing.

   - <u>Post Graduation Plans</u>. This section of the printed report which may be generated from the Report Menu option under the Reports/Maintenance section of the Main Menu includes the data entered into each of the above data entry screens where the full-time graduates are counted as "1" and the shared-time graduates are counted as ".5". Percents of the total number of graduates for each post-graduation destination appear as a whole number.

   - <u>Graduation Data</u>. Based on the counts reported in the above data input screens, two graduation percents will appear on the printed report which may be generated from the Report Menu option under the Reports/Maintenance section of the Main Menu.

   High School Graduation Requirements. When this option is selected, a "High School Graduation Requirements Report Menu" appears with the following two choices:

   > 2001-02 High School Graduation Requirements
   > Report Card Summary

   The "2001-02 High School Graduation Requirements" report is a reproduction of the items and values appearing on the data entry screen. The "Report Card Summary" report includes the data entered and calculated values for the "Graduation Data" field (Percent of Grade 12 students who graduated) and aggregated values from the "High School Graduation Requirements" data entry screen (Percents graduated by passing HSPT, graduated via SRA process, graduated but exempt from HSPT, and graduated via LEP SRA process).

3. <u>Select School</u>. Use the **Up/Down Arrow** keys to highlight the location for which you would like to print a report; a district summary; an individual report for all schools; or a report for a single school by highlighting the name of the school. When the desired location is highlighted, press **ENTER** to select it. Once the location is selected, the Printer Specification Menu appears.

4. <u>Printer Specification Menu</u>. Use the **Up/Down Arrow** keys to indicate the type of printer attached to your PC. Once the printer type has been highlighted, press **ENTER** to select it.

Dot Matrix or Laser printers. For standard dot matrix (Epson compatible) or laser (HP Laser Jet compatible) printers, "set-up" protocols are executed by the software.

Other type printers. Other printer types must be "set-up" as instructed (e.g., landscape mode, 17 cpi; or portrait mode, 10 cpi) by the software. If this option is selected, a screen appears that prompts you to manually set your printer to the appropriate print mode (e.g., landscape or portrait) and size (cpi) indicated.

5. Once the printer type has been selected or the printer is properly configured, press any key to continue. A screen with the message "Press any key to Print or ESC to abort" appears. Before printing, be certain to check your printer (e.g., power on, paper loaded, etc.). When ready, press any key to print the forms or reports.

Missing Data Warning. With a few exceptions noted below, data entry selections for which no data has been entered will appear on the printed report with the message "WARNING - MISSING." The absence of these data elements will not prevent transmission of a data file back to the department, but may result in these items appearing blank on the final printed 2002 School Report Card document. In order to avoid this occurrence, it is imperative that you carefully review the printed report and complete any missing data elements, as well as correct any errors to the entered data.

DATA FIELDS WHERE A MISSING DATA WARNING WILL NOT APPEAR. A missing data warning will not appear on the printed report for the following data fields:

Student/Administrator Ratio (2001-02). The data field defaults to the preloaded total school enrollment and number of administrators reported to the department as of October 15, 2001. If adjustments to the number of administrators or administrator ratio are required, input these modifications at the data entry screen.

Advanced Placement Results (2001-02). Students may have sat for an AP examination, but did not enroll in a course.

High School Graduation Requirements (2001-02). The data entry fields appearing on this screen are linked to the "Perform Edit" option under the REPORTS/MAINTENANCE section of the Main Menu.

The Report Menu screen includes an option that allows the designated printer port to be changed.

Set Printer to Port. Most PCs utilize the parallel printer port to activate and control a parallel printer connected directly to this port. If this is the case, you do not have to activate this menu choice. However, if you have assigned the printer port to a device other than PRN or LPT1, use this menu choice to change the port

for this software. For example, serial printers utilize the COM1 or COM2 port. By default, the software uses PRN or LPT1. If you are using a serial printer, reports cannot be generated. Use the menu option to change ports to COMx and try to print the reports.

Perform Edit. The edit process performs a variety of checks to determine the relationship between various categories for which data may or may not have been entered. The edit can be performed at any time, but <u>must</u> be made just prior to transferring the data to the DOEnet.

To perform an edit, use the **Up/Down Arrow** keys to highlight the Perform Edit heading under the REPORTS/MAINTENANCE section of the main menu and press the **ENTER** key.

Edit processes have been incorporated into the software application to increase the accuracy of the data returned to the department. Each time the "Perform Edit" process is engaged, the software program scans the data entered for each school, and if an actual or potential error is detected, include an error message on the edit screen and the printed report of the edits that you can elect to print. Edits are designed as either "Warning" (W) or "Fatal" (F). Warning messages are designed to advise you of data that may be in error, while Fatal messages require some action that must be resolved in order to allow the transmission process via the DOEnet to proceed. In all cases, it is strongly recommended that each edit message be investigated and, if necessary, corrected.

- **If no errors are found**, a message will appear that you may continue to enter new data or, if finished, proceed to transfer data to DOEnet.

- **If errors are found**, these will appear on an edit screen. Specific errors for the following two data types will appear under the name of the school for which the incorrect data was reported:

  - High School Graduation Requirements. The edit screen has two columns to the right of the screen. The column labeled "right" is the erroneous total based on the error; the column labeled "left" is the correct total for that category. You may use the **Up/Down Arrow** and **PgUp/PgDn** keys to view these edits.

  - In-State Totals & Out-of-State Totals. On the Post-Graduation Plans of Full-Time Graduates and the Post-Graduation Plans of Shared Time Graduates data entry screens, the values entered into the two columns to the far right (In-State Totals and Out-of-State Totals) for each planned destination (e.g., 4-year college, 2-year college, etc.) must equal the calculated value in the Total column to the left. Where the values in these two columns do not equal the value in the "Total" column, these values are reproduced in the left and right hand columns on the edit screen. Beneath the name of the school for which the error was detected, a message identifies the "row" or planned destination where the error was detected.

Enter the letter **P** to print a copy of the Error Report. Press **ESC** to exit the Edit Report screen and return to the Main Menu in order to correct the errors.

Transfer Data to DOE Menu.   Reference the instructions beginning on Page 8 of this manual.

VI. SCHOOL REPORT CARD DATA DEFINITIONS

Post-graduation Plans of High School Graduates.

Four-year college/university. An institution offering a four-year curriculum and empowered to confer a Bachelor's degree.

Two-year college. An institution offering a two-year curriculum and empowered to confer an Associate's degree.

Other college. Includes service academies, an institution of higher education maintained by the federal government to prepare students for a professional career in the armed services; and other type college, any post-secondary degree-granting institution other than the above.

Other post-secondary school. Includes business or secretarial school; cosmetology or barber school; art school; nursing school; technical, trade, or vocational school; industry sponsored school (sponsored by a private industrial firm primarily to train prospective employees); and other post-secondary school other than the above.

Employment. Includes apprenticeship/on-the-job training (a supervised training program for a beginner to learn a semi-skilled or skilled trade. At the apprenticeship level, two or more years of job work experience supplemented by related classroom experience). Also includes students who have entered service in any branches of the military following graduation.

Unemployed. Not employed at any paid work, but seeking full- or part-time employment.

Other. Includes additional secondary schooling (return of graduate for additional secondary school courses); homemaking (full-time establishment and management of a household); students who are undecided about a planned post-graduation destination; or deceased (died subsequent to graduation).

Status unknown. No knowledge of graduate's post-graduation plans.

Racial/Ethnic Categories. Two of the data sets included in this application require student counts by racial/ethnic origin and sex (e.g., enrollments, dropouts, and graduates). Mandated by the federal government, these standard classifications were developed in order to collect compatible, non duplicated, and exchangeable racial and ethnic data for use by federal agencies. For the purposes of these reports, a student is to be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no individual can be counted in more than one racial ethnic category. The definitions of these categories are as follows:

White, Not of Hispanic Origin. An individual having origins in any of the original peoples of Europe, North Africa, and the Middle East.

Black, Not of Hispanic Origin. A person having origins in any of the black groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, South-East Asia, the Pacific Islands or the Indian subcontinent. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India.

Student Dropouts. These counts should reflect the total number of pupils who dropped out of school before completing a prescribed course of study and have not legally transferred to another public school, nonpublic school, state institution, or to an equivalent educational program of parental instruction, and/or their school status is unknown. All students who dropped out during the period July 1, 2001 to June 30, 2002 should be reported.

Student Enrollments. For the purposes of accurate and consistent reporting of on-roll students the following definitions apply:

Full-Time students. Those students who attend a single school in one day for an entire school day.

Shared-Time students. In accordance with the New Jersey School Register, shared-time students are those students who attend two different schools in one day for a half school day each.

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